



MINISTRY OF FISHERIES

WESTERN DIVISION

ROLE DESCRIPTION: HANDYMAN –LAUTOKA & NAMARAI [2 POSITIONS]

VACANCY NO: MFish 22/21-22

CORPORATE INFORMATION

1. **Position Level:** Band B
2. **Salary Range:** \$10,339.99 - \$13,256.40
**Additional performance payments may be available for our highest performers in accordance with the Public Service Commission guideline.*
3. **Contract Period:** Up to 3 years
4. **Duty Station:** Lautoka /Namarai Fisheries Station.
5. **Reporting Responsibilities;**
 - a.) **Reports To:** respective Fisheries Assistants
 - b.) **Liases with:** Divisional Heads and staff, communities and stakeholders.
 - c.) **Subordinates:** Nil

POSITION PURPOSE

The position is responsible for the general operation and cleanliness of the Ice Plant Storage, the office buildings and the office compound at all times and ensures to provide ice to the fishermen and users on a daily basis at the Lautoka and Namarai Fisheries Stations.

KEY RESULT AREAS

The position will achieve its purpose through the following key duties;

1. Facilitate an effective and efficient service delivery to fishers and customers on ice sales services;
2. Implement daily operation and general maintenance of ice- storage, ice-machines, generator and cleanliness of the office;
3. Responsible for occupational, health and safety of ice plant area;
4. Assist in monitoring, sea surveillance and roadside patrol for undersize fishery products and provide assistance in awareness to educate fisher folks for sustainability of inshore marine resources;
5. Contribute to the organization through provision of quality customer services, participating in initiatives to promote team work and employee health, safety and wellbeing.

KEY PERFORMANCE INDICATORS

1. Assigned activities in the business plan are delivered and completed;
2. Compliance with applicable legislation, policies, procedures and service standards;
3. Timely submission of required reports.

PERSON SPECIFICATION

A pass in Fiji School Leaving Certificate [FSLC] **OR** equivalent relevant work experience. In addition, the following Knowledge, Experience, Skills and Abilities are required to undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least 2 years' of relevant experience in a similar field;
2. Demonstrated some knowledge of operating and maintaining ice machines and generators;
3. Understanding of Occupational Health & Safety (OHS);

SKILLS AND ABILITIES

1. Ability to communicate effectively;
2. Works well independently and is focused and confident;
3. Ability to deal with assets and sales;
4. Demonstrated ability to build and maintain effective relationships with other team members in a busy environment by demonstrating reliability, flexibility, adaptability and willingness to work long hours;
5. Ability to perform physical duties;
6. Service oriented approach with a commitment to supporting the corporate environment.

PERSONAL CHARACTER AND ELIGIBILITY

All applicants for employment in the Ministry of Fisheries must be in sound health, with a clear police record and be politically neutral. Applicants shortlisted will be required to provide a medical certificate and police clearance at their interview.

The Ministry of Fisheries is an Equal Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.